



Home Improvement Contractor (HIC) Registration

Home Improvement Contractor FAQ

HIC Registration is the law.

How long does an HIC Registration last?

The Certificate of Registration expires after two years. Once you are expired, you are no longer considered registered and have 60 days to renew your registration, otherwise you will have to re-apply and may be placed on a non-registered contractor list sent out by OCABR to municipal building officials.

How much does HIC Registration cost?

There are two fees. There is a \$150 application fee and a Guaranty Fund fee based on the number of employees you have.

Cost -

You will need **two** money orders or bank checks

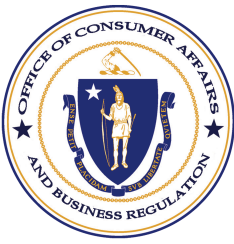
(Credit Card Payment Option and Online Registration coming soon.)

- Application Fee - \$150
- Guaranty Fund Fee - Based on number of employees
 - 0-3 \$100
 - 4-10 \$200
 - 11-30 \$300
 - More than 30 \$500

What do I need to register?

1. Two separate payments
2. Completed HIC registration application from OCABR
3. Appropriate proof of business document (if applicable)

Documents Needed	
Working as an individual	HIC application only
Working in other than your own name	HIC application and Business Certificate (DBA)
Working as a corporation	HIC application and Proof of Corporate filing with Secretary of State
<i>Online Registration Coming Soon!</i>	



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When and how do I receive my certificate of registration?

If you mail in the application you will receive your card in the mail within approximately 1-2 weeks. If you go directly to the Office of Consumer Affairs during their hours of **M-F 9-5:00 pm at 10 Park Plaza, Suite 5170 Boston, MA 02116** you will receive your card immediately, provided your paperwork and application is in order.

Can my business register?

Yes. A corporation or partnership can apply for an HIC registration with a designated individual as the responsible party. Only the person named on the HIC registration, however, can pull permits. If you would like an employee to be able to pull permits, you can obtain a Supplemental card for him/her.

What is a Supplemental Card?

Supplemental cards are only issued to “employees of your company. This allows for the supplemental cardholder to obtain permits. Supplemental Cards are \$10 per employee. That amount can be added to the application fee, but NOT the Guaranty Fund amount.

What if my company name changes or I add employees?

Failure to update the Office of Consumer Affairs and Business Regulation with any changes to the registered company information is a violation of the Home Improvement Contractor Law.

What does the Office of Consumer Affairs do with regard to Home Improvement?

OCABR regulates the registration of contractors performing Home Improvement contracting work on 1-4 unit owner-occupied homes that are the primary residence. They also administer the HIC Arbitration program and the Guaranty Fund, and conduct enforcement through a Complaint Program.

Arbitration Program- to arbitrate disputes between contractors and homeowners.

Enforcement- accepts complaints from homeowners and conducts administrative enforcement hearings.

Guaranty Fund- fund of last resort for homeowners that have obtained a court judgment against a contractor. Contractors are obligated to reimburse the Fund for the amount paid to the homeowner with any accrued interest. Failure to reimburse the Fund could result in the suspension, revocation or reprimand of the contractor's registration as well as other penalties.

For any or more information about the HIC Programs, contact our Consumer Hotline at (617) 973-8787 or visit us at: mass.gov/homeimprovement